

Site Visit Check List	
School Name:	
Location:	
Date of Visit:	
Name of Site Tour Guide:	
Before Visit	
	Send letter of notification of visit one week prior to visit
	Print and attach grant item purchase list to this form (if applicable)
	Print and attach the generic ADE contact list to provide to school leader
During Visit	
Forms	
	Discussed and attempted to complete the Best Practices/Innovation form
	Observed appropriate use of grant funds (if applicable)
	Provided labels for expensive grant funded items (if applicable)
	Reviewed lottery application form and process
	Asked for volunteers to attend New Charter School Orientation as workshop panelists
	Reviewed recruitment efforts taken
Facilities	
	Observed special needs accessibility to building and classrooms
	Observed safety and security procedures in operation
	Observed clean and operating kitchen facilities and/or food program
	Observed a non-sectarian learning environment
After Visit	
	File and publish Best Practices/Innovation Form
	Schedule and confirm volunteers for New Charter School Orientation
	Report any areas of concern or need for follow up
Notes:	

Printed name of observer

Signature

Date